



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

SEP 13 2006

IMAH-HRD-C

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #32,
Permanent Change of Station (PCS)

1. REFERENCES.

- a. JTR, Volume II.
- b. AR 690-950, Career Management, December 31, 2001.
- c. AR 215-3, Nonappropriated Funds Personnel Policy, August 29, 2003.

2. PURPOSE. To supplement Department of Army policy and to provide IMA policy regarding payment of PCS costs.

3. APPLICABILITY. This policy applies to all permanent personnel, US citizen and non US citizen employed in IMA appropriated and non appropriated positions subject to mandatory career program referral level; all positions GS-13 and above and Federal Wage System equivalent; and all NF-5 nonappropriated positions. (CFSC will normally provide PCS funds for NF-5 positions.) This policy memorandum supersedes IMA policy memorandum #32, July 30, 2004.

4. POLICY. It is IMA policy to pay PCS costs for positions identified in paragraph 3 to attract a high quality, skilled, diverse, and productive civilian workforce. Our basic goal in filling any position in IMA is to appoint the best-qualified candidate, consistent with merit principles. Authorizing PCS expenses assists in attracting the best candidates from many sources and is an important factor in building a workforce that is culturally and experientially diverse. As such, payment of PCS costs will be offered to all US employees for all positions referenced above. This policy does not restrict authority to pay PCS costs for any other positions, which are deemed appropriate for funding such costs.

5. PROCEDURES.

- a. Exceptions may be requested in writing on a case-by-case basis and must include reasons for the request. Authority to approve exceptions for garrison positions

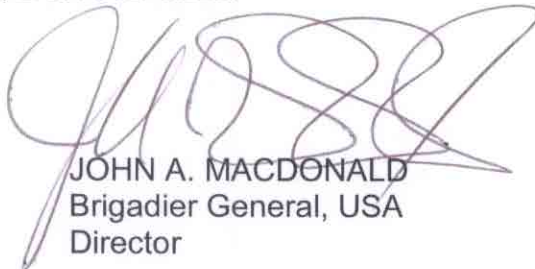
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rests with the Region Directors. The Director, IMA, retains authority to approve exceptions for Region and HQIMA positions.

b. HQIMA may request reports on specific aspects of program administration and costs.

6. PROPONENT. The Headquarters Installation Management Agency, Human Resources Division is the proponent for this IMA Policy. POC is the Chief, Staffing Section at commercial (703) 602-3320, DSN 332-3320.



JOHN A. MACDONALD
Brigadier General, USA
Director